

Management of Adverse Events for Staff

WI.Co.W.41.01

QUALIFICATIONS	SPECIFIC TRAINING	REFERENCES
Knowledge and understanding of this work instruction.		OHS Manual

TASK	METHOD	RESPONSIBILITY	CONTROL MEASURES
NOTE	This Work Instruction should be read in conjunction with 02 – Accidents/Incidents Policy and Procedure.		
Potential hazard	<p>If a staff member believes that a situation in the workplace could cause an injury or accident (near miss) they must:</p> <ul style="list-style-type: none"> Report it immediately to the Community Care Manager or Community Care Coordinator <p>AND</p> <ul style="list-style-type: none"> complete a 'Staff Adverse Event' form (on buff coloured paper) within 24 hours <p>AND</p> <ul style="list-style-type: none"> Lodge the 'Staff Adverse Event' form with the Community Care Manager within 24 hours <p>The staff member must make the situation safe.</p>	All staff	
Incident	<p>If the staff member is involved in an incident they must:</p> <ul style="list-style-type: none"> Report it immediately to the Community Care Manager or Community Care Coordinator <p>AND</p> <ul style="list-style-type: none"> complete a 'Staff Adverse Event' form (on buff coloured paper) within 24 hours <p>AND</p> <ul style="list-style-type: none"> Lodge the 'Staff Adverse Event' form with the Community Care Manager within 24 hours 	All staff	